

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

FOR THE SPACE COAST RIC COMPETITION

EXECUTIVE SUMMARY

- **Federal Agency Name:** Economic Development Administration (EDA), U.S. Department of Commerce (DOC).
- **Funding Opportunity Title:** *Space Coast Regional Innovation Cluster Competition* under EDA's Economic Adjustment Assistance Program.
- **Announcement Type and Date:** Initial announcement of federal funding opportunity (FFO) dated September 1, 2010.
- **Catalog of Federal Domestic Assistance (CFDA) Number:** 11.307, Economic Adjustment Assistance.
- **Dates:** To be considered timely, a completed application must be transmitted and time-stamped at www.grants.gov no later than 5:00 p.m. Eastern Time on October 15, 2010. Any application transmitted and time-stamped after 5:00 p.m. Eastern Time on October 15, 2010, will be considered non-responsive and will not be considered for funding. Winning applicants should expect to receive awards in January 2011, subject to the availability of appropriations.
- **Funding Opportunity Description:** This FFO announces the upcoming availability of funding for the Space Coast Regional Innovation Cluster (RIC) Competition. The total anticipated allocation for the competition is \$35,000,000. This amount is contingent upon EDA receiving these funds as part of the Administration's FY 2011 budget request. EDA expects to award applications that include significant public-private capital investment, and individual awards may be as large as \$10,000,000. EDA solicits competitive applications to catalyze the advancement of Central Florida's key regional industry clusters. Additional information can be found at the Space Coast RIC Competition website at www.eda.gov/SpaceCoastRIC. Questions also may be directed to Philip Trader in EDA's Atlanta Regional Office by telephone at 404-730-3017 or via email at ptrader@eda.doc.gov.
- **Application Submissions:** Applications must be submitted electronically at www.grants.gov as described in section IV.E. of this FFO. EDA will not accept facsimile transmissions of applications and will accept email transmission only in case of www.grants.gov systems issues as provided in section IV.E. of this announcement.
- **Informational Teleconference:** EDA will hold an informational teleconference for prospective applicants at 2:00 p.m. Eastern Time on September 8, 2010. Please see section IV.F. of this announcement for more information.

FULL ANNOUNCEMENT TEXT

I. Overview of Funding Opportunity

A. The Space Coast Regional Innovation Cluster Competition

The Space Coast Regional Innovation Cluster (RIC) Competition is a fast-track competitive grant process led by the Economic Development Administration (EDA), an agency within the U.S. Department of Commerce (DOC). The goal of this competition is to identify and fund promising job creation and economic development initiatives aligned with regional cluster and competitiveness analyses to sustain the coordinated economic development and diversification of Florida's Space Coast region. Only applications that EDA determines have successfully demonstrated this nexus will be considered responsive under this announcement.

EDA will coordinate this competition with members of the Presidential Taskforce on Space Industry Workforce and Economic Development, including the National Aeronautics and Space Administration (NASA), the Small Business Administration (SBA), the Department of Labor (DOL), and other agencies to leverage federal resources and expertise for the benefit of Space Coast RIC Competition winners.

The culmination of the Space Shuttle Program poses significant economic challenges for Florida's Space Coast region. However, the region is connected to a tremendous range of economic assets that can serve as the foundation for future business activity. The region's local economic development organizations, in coordination with federal, State, and local officials; Space Shuttle Program contractors; and other key stakeholders, have worked collaboratively to develop strategies for retaining aerospace workers in the region. Investing in RICs is anticipated to promote a cohesive and reinforcing network of economic activity. A strategic plan developed by Enterprise Florida, a public-private partnership charged with promoting State-wide economic development, identified eight significant economic clusters, five of which this competition shall focus on as having the potential to sustain and spur economic growth in the Space Coast region:

1. Aviation and Aerospace,
2. Cleantech,
3. Homeland Security/Defense,
4. Information Technology, and
5. Life Sciences.¹

These promising RICs offer tremendous opportunities to not only retain the Space Coast's current workforce, but to accelerate the diversification of the regional economy. These industry clusters capitalize on the region's powerful and unique economic assets. By encouraging applicants to think of creative and workable ways to improve the region's economy, the Space Coast RIC Competition is designed to catalyze the advancement of Central Florida's key RICs to drive economic growth and job creation. This initiative will build on and complement existing

¹ Please see Enterprise Florida's full strategy titled "Roadmap to Florida's Future," which is available at www.eflorida.com.

efforts and ensure collaboration with public, private, and nonprofit partners in the region. Applicants are expected to leverage regional strengths, capabilities, and competitive advantages.

EDA's Economic Adjustment Assistance (EAA) Program, under which EDA expects to fund the Space Coast RIC Competition, can provide a wide range of technical, planning, and innovation infrastructure assistance, including technology transfer and commercialization. The EAA Program is designed to respond adaptively to pressing economic recovery issues and is well suited to help address the challenges faced by Florida's Space Coast region. Assistance can support the development of a strategy to alleviate economic dislocation or support strategy implementation projects, such as innovation infrastructure, entrepreneurial development support investments, and revolving loan funds (RLFs). EDA encourages the submission of applications focused on the development and implementation of long-term, regionally based, collaborative economic development strategies. EDA will regard applications for innovation infrastructure that are substantively supported by such a strategy as more competitive and worthy of funding than applications for infrastructure projects that are not so supported.

EDA strongly encourages applicants to review the full report of the Presidential Task Force on Space Industry Workforce and Economic Development, which may be accessed, along with other materials, at <http://www.nasa.gov/offices/spacecoasttaskforce/home/index.html>. More information on EDA and its programs may be found at www.eda.dov.

B. Program Authority

EDA's authorizing statute is the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 3121 *et seq.*) (PWEDA). The specific authority for the EAA Program is section 209 of PWEDA (42 U.S.C. § 3149). EDA's regulations at 13 C.F.R. parts 300–302 and subpart A of 13 C.F.R. part 307 set forth the general and specific regulatory requirements applicable to the EAA Program. EDA's regulations and PWEDA are accessible on EDA's website at www.eda.gov/InvestmentsGrants/Lawsreg.xml.

II. Funding Availability and Award Information

For FY 2011, EDA anticipates allocating \$35,000,000 for the Space Coast RIC Competition, contingent upon Congressional funding of the Administration's budget request.² Awards under this competition will be made pursuant to grant or cooperative agreements, and award funds are anticipated to be available until expended. EDA expects to award applications that include significant public-private capital investment, and individual awards may be as large as \$10,000,000, depending upon the approved scope of work and eligible costs.

Project periods are dependent on the nature of the proposed project and the scope of work. For example, the project period for a construction project may last for three or more years until construction is completed satisfactorily, while a strategic planning or technology transfer

² Funding for this competition has been included in the Administration's FY 2011 budget request through a transfer from NASA and is contingent upon Congressional approval. If Congress fails to provide the appropriation, EDA will cancel this competition and make no awards.

and commercialization project may allow for one to three years for completion of the scope of work. EDA expects that all projects will proceed expeditiously.

The project period and funding amounts referenced in this announcement are subject to the availability of funds at the time of award, as well as to DOC and EDA priorities at the time of award. The DOC and EDA will not be held responsible for application preparation costs. Publication of this federal funding opportunity (FFO) announcement does not obligate DOC or EDA to award any specific grant or cooperative agreement or to obligate all or any part of available funds. Although EDA expects to make grant awards, EDA may choose to make awards via cooperative agreements based on the anticipated amount of interaction between EDA and the recipient during the project period.

III. Eligibility Requirements

A. Applicant Eligibility

Pursuant to PWEDA, only the following types of entities are eligible to receive funding assistance from EDA:

1. District Organization (as defined in 13 C.F.R. § 304.2);
2. Indian Tribe or a consortium of Indian Tribes;
3. State, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions;
4. Institution of higher education or a consortium of institutions of higher education; or
5. Public or private non-profit organization or association acting in cooperation with officials of a political subdivision of a State.³

See section 3 of PWEDA (42 U.S.C. § 3122) and 13 C.F.R. § 300.3.

Under the Space Coast RIC Competition, eligible applicants must propose projects that help catalyze the advancement of Central Florida's key regional industry clusters. EDA is not authorized to provide grants directly to individuals or to for-profit entities.

B. Regional Eligibility

EDA's mission is to invigorate the economies of distressed American regions by promoting innovation, collaboration, and competitiveness, preparing them for growth and success in the worldwide economy. EDA investments must benefit areas experiencing economic distress or a "Special Need." EDA's regulation at 13 C.F.R. § 301.3(a)(1) details the distress requirement and § 300.3 defines Special Need, which can include loss of a major employer essential to the region's economy and substantial outmigration or population loss. Because of the anticipated impact of the Space Shuttle Program culmination, EDA has determined that

³ For projects of significant regional scope, EDA may consider waiving the requirement that a non-profit organization demonstrate it is acting in cooperation with officials of a political subdivision of a State. *See* 13 C.F.R. §§ 301.2(b) and 307.5(b).

Florida's Space Coast region is or is about to experience a Special Need, and projects benefitting the region meet EDA's distress criteria.

C. Cost Sharing or Matching Share Requirement

In general, "Special Need" projects may be eligible for up to an 80 percent federal share, but as noted below, the nature and amount of local match committed will be a competitive factor. *See* section 204(a) of PWEDA (42 U.S.C. § 3144) and 13 C.F.R. § 301.4(b)(1). In the case of a(n) (i) Indian Tribe, (ii) State (or political subdivision of a State) that the Assistant Secretary determines has exhausted its effective taxing and borrowing capacity, or (iii) non-profit organization that the Assistant Secretary determines has exhausted its effective borrowing capacity, the Assistant Secretary has the discretion to establish a maximum EDA investment rate of up to 100 percent of total eligible project costs. *See* sections 204(c)(1) and (2) of PWEDA (42 U.S.C. § 3144) and 13 C.F.R. § 301.4(b)(5).

In the application review process, EDA will consider the nature of the contribution (cash or in-kind) and the amount of the matching share funds. EDA will give preference to applications that include cash contributions (over in-kind contributions) as the matching share. While cash contributions are preferred, in-kind contributions, consisting of contributions of space, equipment, or services, or forgiveness or assumptions of debt, may provide the required non-federal share of the total project cost. *See* section 204(b) of PWEDA (42 U.S.C. § 3144). EDA will fairly evaluate all in-kind contributions, which must be eligible project costs and meet applicable federal cost principles and uniform administrative requirements. Funds from other federal financial assistance awards are considered matching share funds only if authorized by statute, which may be determined by EDA's reasonable interpretation of the statute. *See* 13 C.F.R. § 300.3. **In addition, the applicant must show that the matching share is committed to the project for the entire project period, will be available as needed, and is not conditioned or encumbered in any way that precludes its use consistent with the requirements of EDA investment assistance.** *See* 13 C.F.R. § 301.5.

If you have questions about EDA's matching requirements or any aspect of the competition, please contact the agency representative listed in section VIII. of this FFO.

D. Nonrelocation

Applicants are advised that should an application be selected for award, the recipient will be required to adhere to a special award condition relating to EDA's nonrelocation policy as follows:

In signing this award of financial assistance, Recipient(s) attests that EDA funding is not intended by the Recipient to assist its efforts to induce the relocation of existing jobs that are located outside of its jurisdiction to within its jurisdiction in competition with other jurisdictions for those same jobs. In the event that EDA determines that its assistance was used for those purposes, EDA retains the right to pursue appropriate enforcement action in accord with the Standard Terms and Conditions of the Award, including suspension of disbursements and termination of the award for convenience or cause.

For purposes of ensuring that EDA assistance will not be used to merely transfer jobs from one location in the United States to another, each applicant must inform EDA of all employers that constitute primary beneficiaries of the project assisted by EDA. EDA will consider an employer to be a “primary beneficiary” if the applicant estimates that such employer will create or save 100 or more permanent jobs as a result of the investment assistance, provided that such employer also is specifically named in the application as benefiting from the project, or is or will be located in an EDA-assisted building, port, facility, or industrial, commercial, or business park constructed or improved in whole or in part with assistance prior to EDA’s final disbursement of funds. In smaller communities, EDA may extend this policy to the relocation of 50 or more jobs.

IV. Application and Submission Information

A. Required Forms and Documentation

Important: Please refer to important information in section IV.E. of this FFO to help ensure your application is timely received by EDA.

The applicant must complete and submit the *Application for Investment Assistance* (Form ED-900), and additional federal grant assistance forms from the Standard Form (SF) 424 family and certain Department of Commerce (CD) forms, as appropriate, as part of a complete application package. The specific SF forms required with Form ED-900 depend on whether the applicant seeks construction or non-construction assistance. The following will assist the applicant in determining which forms are required for a complete application. Please see section IV.D. of this announcement for information on obtaining application packages.

1. Construction Assistance

An applicant seeking assistance for a project *with* construction components is required to complete and submit the following:

- Form ED-900 (*Application for Investment Assistance*). One form per project is required. Please read the paragraphs below carefully for important information on submitting a complete Form ED-900.
- One Form SF-424 (*Application for Federal Assistance*) from each co-applicant, as applicable.
- Form SF-424C (*Budget Information—Construction Programs*). One form per project is required.
- One Form SF-424D (*Assurances—Construction Programs*) from each co-applicant, as applicable.
- One EDA Construction Investments Additional Assurances form (Exhibit D to Form ED-900) from each co-applicant, as applicable.
- One Form CD-511 (*Certification Regarding Lobbying*) from each co-applicant, as applicable.

2. Non-Construction Assistance

An applicant seeking assistance for a project *without* construction components is required to complete and submit the following:

- Form ED-900 (*Application for Investment Assistance*). One form per project is required. Please read the paragraphs below carefully for important information on submitting a complete Form ED-900.
- One Form SF-424 (*Application for Federal Assistance*) from each co-applicant, as applicable.
- Form SF-424A (*Budget Information—Non-Construction Programs*). One form per project is required.
- One Form SF-424B (*Assurances—Non-Construction Programs*) from each co-applicant, as applicable.
- One EDA Capacity Building Investments Additional Assurances form (Exhibit C to Form ED 900) from each co-applicant; as applicable.
- One Form CD-511 (*Certification Regarding Lobbying*) from each co-applicant, as applicable.

In addition, applicants may be required to provide certain lobbying information using Form SF-LLL (*Disclosure of Lobbying Activities*). Form ED-900 provides detailed guidance to help the applicant assess whether Form SF-LLL is required and how to access it. Please note that, if applicable, one Form SF-LLL must be submitted for each co-applicant that has used or plans to use non-federal funds for lobbying in connection with this competition. All non-profit applicants and applicants that are first time recipients of EDA or DOC funding are required to provide required individual background screening forms (Form CD-346) for a complete application, but please note that EDA may require other applicants to submit Form CD-346 to comply with DOC requirements. EDA will inform applicants if this is required.

3. Special Instructions for Completing Form ED-900

Because of the unique nature of this funding opportunity, applicants are advised that the following modifications to the general application instructions for Form ED-900 are required for a complete application.

- The “Instructions for Electronic and Hardcopy Formats” in Form ED-900 inform applicants to complete the form in Adobe Acrobat Reader 8.1.1. or higher. Please note that the technical requirements of www.grants.gov have changed, and applicants should be careful to ensure they have downloaded and installed Adobe Acrobat Reader 8.1.3. (instead of 8.1.1.) to complete the package. Adobe Acrobat Reader 8.1.3. may be downloaded at http://www.grants.gov/help/download_software.jsp.

In addition, there are a number of overall instructions and admonitions given in Form ED-900 that Space Coast RIC Competition applicants should disregard. The following instructions apply:

- Applicants should disregard the reference to hardcopy submission in Form ED-900. As noted in this FFO, the only method for submission is through www.grants.gov.
- **Applicants should disregard the statement in the “Note on EDA’s Application Process” that advises applicants that EDA will request the listed materials only after a project has been determined to merit “further consideration.”**

For the Space Coast RIC Competition, all documentation that Form ED-900 advises may be submitted at a later date **must be submitted by the competition deadline**. These items may be uploaded as attachments to the application package. The following list further details the required submissions for applications by project type.

For all types of projects, the following are required:

- Projects must be consistent with the region’s Comprehensive Economic Development Strategy (CEDS) or alternate EDA-approved strategic planning document. *See* section A.3. of Form ED-900, which requires applicants to identify the relevant plan. If EDA does not already have the applicable plan, the applicant may be required to provide it. If you have any questions about this requirement, please contact the agency representative listed in section VIII. of this FFO.
- Letters of commitment to document non-EDA funding (*see* section A.9. of Form ED-900).
- Form CD-346 (*Applicant for Funding Assistance*) for each key individual of the applicant and co-applicant organization(s) if the organization is a non-profit or is a first-time recipient of EDA or DOC funding. A revised Form CD-346 may be accessed at http://ocio.os.doc.gov/s/groups/public/@doc/@os/@ocio/@oitpp/documents/content/dev01_002454.pdf.

For construction projects only, the following are required:

- Maps of the project site (U.S. Geological Survey (USGS) map(s) and Federal Emergency Management Agency (FEMA) floodplain map (if applicable)) with project components and beneficiaries noted (*see* section A.2. of Form ED-900).
- Letters of commitment and assurances of compliance (Exhibit A to Form ED-900) from private beneficiaries of the proposed project (*see* section B.5. of Form ED-900).
- Comments from the metropolitan area review/clearinghouse agency (*see* section M.1. of Form ED-900).
- A legal opinion and other documentation, as necessary, verifying the applicant’s answers to questions regarding project ownership, operation, maintenance, and management (*see* section M.6. of Form ED-900).

- A legal opinion regarding any use of eminent domain. Applicants should contact the agency representative listed in section VIII. of this FFO for guidance on this requirement.
- Any lease(s) encumbering the project property, if applicable. The applicant may provide lease copies.
- A preliminary engineering report (all required elements are listed in section M.3. of Form ED-900; special formatting is not required).
- An environmental narrative that will enable EDA to comply with its National Environmental Policy Act (NEPA) responsibilities. An environmental narrative outline that details required components may be accessed at http://www.eda.gov/PDF/single_app_narrative_111008.pdf. Applicants should include Appendix A to the environmental narrative signed by each co-applicant, as applicable.
- Project sign-off/approval from U.S. Army Corps of Engineers and the U.S. Fish and Wildlife Service, if applicable. Note the environmental narrative instructions (provided in the link above) state that approval comments from regulatory agencies should be obtained and submitted as an attachment to the environmental narrative. If an applicant has initiated environmental review processes, but is unable to provide final approval by the competition deadline, EDA will accept a letter from the applicable regulatory agency stating that the project has conditional approval. In such circumstances, EDA will include any conditions as part of the award. If the application does not include these sign-off/approvals and EDA subsequently determines that these are required, the applicant will be required to obtain them after the competition deadline.
- Copies of any other environmental studies, if available.
- Comments from the State Clearinghouse to comply with Executive Order 12372. Detailed information on the State Clearinghouse process can be accessed at http://www.dep.state.fl.us/secretary/oip/state_clearinghouse/manual2.htm.
- Documented approval from the Florida State Historic Preservation Officer (SHPO), as applicable. Note that if the applicant has initiated the consultation process, but the SHPO is unable to give final approval by the competition deadline, EDA will accept a letter from the SHPO stating that the project has conditional approval or that the applicant has satisfactorily initiated the consultation process required under section 106 of the National Historic Preservation Act. EDA, after compliance with requirements for consultation with federally recognized Indian Tribes, may require applicants to participate in Tribal consultation, as necessary. EDA will include any conditions from the conditional approval or consultation process as part of the award.

For Revolving Loan Fund projects only, the following is required:

- RLF Plan for the RLF's financial management. *See* EDA's regulation at 13 C.F.R. § 307.9 for more information on requirements for RLF Plans.

For non-profit applicants only, the following are required:

- Certificate of good standing from the State in which the organization is incorporated.
- A copy of the organization's current Articles of Incorporation and By-Laws.
- Resolution (or letter) from a general purpose subdivision of State government acknowledging that the organization is acting in cooperation with officials of that political subdivision.⁴
- Form CD-346 (*Applicant for Funding Assistance*) for each key individual of the non-profit, which includes the executive director, project manager, chief financial manager, and any other person or entity who has authority to speak for and/or commit the organization in the management of an award and/or expend funds. A revised Form CD-346 may be accessed at http://ocio.os.doc.gov/s/groups/public/@doc/@os/@ocio/@oitpp/documents/content/dev01_002454.pdf.

B. Multiple Submissions

Applicants may submit applications for more than one project to EDA in response to this announcement. However, if an applicant submits an application for a particular project, decides to make changes to it, and then resubmits the application by the competition deadline, the applicant must inform EDA in writing of the change and provide brief information to allow EDA to determine which previous application the subsequent submission replaces. This statement will withdraw the previous application from EDA's consideration. In the absence of such a written statement, EDA will review the last timely application submission received for a project.

C. Deadline for Submission

The application deadline is 5:00 p.m. Eastern Time on October 15, 2010. The time stamp generated by www.grants.gov will be considered the date and time of submission. ***Applications received after the deadline will not be considered for funding.***

Applicants are advised to start early and not to wait until the approaching deadline before logging on and reviewing the instructions for submitting an application through www.grants.gov. If problems occur while using www.grants.gov, the applicant is advised to (i) print any error message received and (ii) call the www.grants.gov Contact Center at 1-800-518-4726 for

⁴ For projects of significant regional scope, EDA may consider waiving the requirement that a non-profit organization demonstrate it is acting in cooperation with officials of a political subdivision of a State. *See* 13 C.F.R. §§ 301.2(b) and 307.5(b).

immediate assistance. Please carefully read section IV.E. below to make sure your application is timely received by EDA.

D. Obtaining an Application Package

The applicant may obtain and submit the complete application package in form-fillable format electronically at www.grants.gov. The applicant first must complete the www.grants.gov registration process in order to submit an application at www.grants.gov. As noted below, the registration process can take between three to five business days or as long as four weeks if all steps are not completed correctly. However, please note that registration is not required for an applicant to view the application.

E. Application Submission Requirements

Applications must be transmitted electronically via www.grants.gov and received by EDA by 5:00 p.m. Eastern Time on October 15, 2010. Your electronic submission will receive a date and time stamp at www.grants.gov and be processed after it is fully uploaded. The time it takes to completely upload an application will vary depending on a number of factors, including the size of the application, the speed of your Internet connection, and the time it takes www.grants.gov to process the application. If www.grants.gov rejects your application, you will need to resubmit successfully before 5:00 p.m. Eastern Time on October 15, 2010. The www.grants.gov time stamp will be considered the date and time of submission receipt.

Register early and submit early. In order to submit an application through www.grants.gov, applicants first must register for a www.grants.gov user ID and password. Note that this process can take between three to five business days or as long as four weeks if all steps are not completed correctly. To avoid delays, EDA *strongly recommends* that applicants start early and not wait until the approaching deadline date before logging on, registering, reviewing the application instructions, and applying. Information about the www.grants.gov registration process for organizations can be found at http://grants.gov/applicants/organization_registration.jsp.

AOR requirement. Applicants must register as organizations, not as individuals. As part of the registration process, you will register at least one Authorized Organizational Representative (AOR) for your organization. AORs registered at www.grants.gov are the only officials with the authority to submit applications at www.grants.gov, so please ensure that your organization's application is submitted by an AOR. If the application is submitted by anyone other than your organization's AOR, it will be rejected and cannot be considered for the competition. Note that a given organization may designate multiple individuals as AORs for www.grants.gov purposes.

Before beginning to apply through www.grants.gov, please review fully the application instructions posted at www.grants.gov and in this FFO. The following instructions will allow applicants to access step-by-step instructions for accessing, completing, and submitting an application. You may access the application and instructions as follows:

1. Ensure that you have installed Adobe Acrobat Reader 8.1.3. on your computer, as other (older or newer) versions of Adobe Acrobat Reader may cause errors.
2. Go to www.grants.gov.
3. Select “Apply for Grants” from the left-hand menu.
4. Select “Download a Grant Application.”
5. Enter ‘EDA09012010SpaceCoastRIC’ as the Funding Opportunity Number and click on “Download Package.”
6. Click on the “Download Package” link.
7. Click on the “download” link for the instructions and application specific to the type of project for which you are applying (construction or non-construction).

Special characters. Please be advised that www.grants.gov provides the following notice with respect to special characters:

Are there restrictions on file names for any attachment I include with my application package?

Please limit file names to 50 characters and do not use special characters (example: &,–,,%/,#) in attachment names and application form fields (including periods (.), blank spaces and accent marks) or attaching documents with the same name. An underscore (example: my_Attached_File.pdf) may be used to separate a file name. Please note that if these guidelines are not followed, your application may be rejected.*

In EDA’s experience, use of apostrophes (‘) in file names and fillable fields of required forms has caused the most issues. Accordingly, please apply early and periodically check the status of your application to make sure it has been validated, and use file naming conventions that do not negatively affect your application submission.

If a response exceeds the field limit requirements of any form, including Form ED-900, the applicant is advised to include the response as an attachment to the application. The applicant should move ‘Attachments’ to the ‘Optional Documents for Submission’ box in the application package, clearly indicate in the form field that the information is included as an attachment (e.g., “see Attachment A.2.”), and upload the information as an electronic file.

Verify submission was successful. Applicants should save and print written proof of an electronic submission made at www.grants.gov. Applicants can expect to receive multiple emails regarding the status of their submission. Since email communication can be unreliable, applicants must proactively check on the status of their application if they do not receive email notifications within a day of submission.

An applicant should expect to receive two emails from www.grants.gov over the two business days following receipt of an application: the first will confirm receipt of the application, and the second will indicate that the application has either been successfully validated by the system before transmission to EDA or has been rejected due to errors. **Because it can take up to two business days after www.grants.gov receives an application for applicants to receive email notification of an error, applicants should time their submissions to allow for**

application correction and resubmission by the competition deadline. Applicants that choose to submit on or close to the competition deadline are advised that they may not receive email notification of an error until after the competition deadline and, in this case, will not have an opportunity to resubmit their application. Applicants will receive a third email once EDA has retrieved their applications.

It is the applicant's responsibility to verify that its submission was timely received and validated successfully at www.grants.gov. To see the date and time your application was received, log on to www.grants.gov and click on the "Track My Application" link from the left-hand menu. For a successful submission, the application must be received and validated by www.grants.gov, and an agency tracking number assigned. If the date and time received is later than 5:00 p.m. Eastern Time on October 15, 2010, your application is late. If your application has a status of "Received" it is still awaiting validation by www.grants.gov. Once validation is complete, the status will change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons www.grants.gov may reject an application can be found at http://www.grants.gov/applicants/submit_application_faqs.jsp. For more detailed information on why an application may be rejected, please access <http://www.grants.gov/section910/ApplicationErrorTips.pdf>.

Grants.gov systems issues. If you experience a www.grants.gov "systems issue" (technical problems or glitches with the www.grants.gov website) that you believe threatens your ability to complete a submission before the closing date for this competitive solicitation, please (i) print any error message received; and (ii) call the www.grants.gov Contact Center at 1-800-518-4726 for immediate assistance. Ensure that you obtain a case number regarding your communications with www.grants.gov. *Please note:* problems with computer systems at the applicant organization are not considered systems issues. Similarly, an applicant's failure to complete the required registration, ensure that an AOR submits the application, or notice receipt of an email message from www.grants.gov, are not considered systems issues. A www.grants.gov "systems issue" is an issue occurring in connection with the operations of www.grants.gov itself, such as the temporary loss of service by www.grants.gov due to unexpected volume of traffic or failure of information technology systems, both of which are highly unlikely.

Alternative method of submission in case of www.grants.gov systems issues. If you experience a www.grants.gov systems issue affecting submission as defined above, you may email the complete application package downloaded from www.grants.gov to SpaceCoast@eda.doc.gov only if the following requirements are met. To utilize the alternative method, the applicant organization must have communicated with www.grants.gov and attempted unsuccessfully to resolve the systems issue. The applicant's email to SpaceCoast@eda.doc.gov must contain the www.grants.gov case number provided in communications with www.grants.gov to resolve the issue and a synopsis of the systems issue and the reason it could not be resolved. The alternative submission method can only be used if the applicant works with www.grants.gov to resolve the issue and provides the www.grants.gov case number and systems issue synopsis.

Please note that use of the alternative method **does not** extend the competition deadline. EDA must receive the complete application package by 5:00 p.m. Eastern Time on October 15, 2010. This means that applicants must have attempted to submit via www.grants.gov, tried to resolve any systems issue, and submitted the email sufficiently in advance of the competition deadline. Please note that sending the email does not guarantee that EDA will receive the application package by the competition deadline. EDA is not responsible for features of applicant systems, such as security and file size constraints, that may delay EDA's receipt of email.

EDA will not accept email transmissions of applications unless the applicant has demonstrated a www.grants.gov systems issue as described above. Please note that this option is an alternative method only and applicants must use www.grants.gov unless this situation arises.

F. Informational Teleconference

EDA will hold an informational teleconference for the Space Coast RIC Competition at 2:00 p.m. Eastern Time on September 8, 2010. This teleconference will be used to provide general program and application submission information and answer participant questions.

To ensure that enough incoming lines are available for each caller, interested parties planning to participate on the teleconference must register no later than 5:00 p.m. Eastern Time on September 7, 2010. To register, please send an email to SpaceCoast@eda.doc.gov with "Space Coast RIC Competition Teleconference Registration" in the subject line, along with the names and addresses of the potential applicant(s). In addition, provide the name and title of the telephone participant along with the participant's telephone number and email address. The telephone number and pass code for the teleconference will be provided upon receipt of registration.

Please be advised that the informational teleconference will be audio-taped and the actual recording (or a transcript) is to be made available for the benefit of prospective applicants unable to participate. Prospective applicants who choose to participate in the teleconference are deemed to consent to the taping. A recording of the teleconference may be accessed by calling 1-866-462-8979 and entering the pass code 0908. This recording will be available between 6:00 p.m. Eastern Time on September 8, 2010, and 5:00 p.m. Eastern Time on October 16, 2010, the day after the competition deadline.

V. Application Review

A. Evaluation Criteria

Review panels, convened pursuant to section V.B. below, will evaluate applications competitively based on the following criteria, which will be weighted equally:

1. ***Collaborative Regional Innovation.*** Initiatives that support the development and growth of Central Florida's Aviation and Aerospace, Cleantech, Homeland

Security/Defense, Information Technology, and Life Sciences industry clusters. Initiatives must engage stakeholders; facilitate collaboration among urban, suburban and rural (including Tribal) areas; provide stability for economic development through long-term intergovernmental and public/private collaboration; and support the growth of existing and emerging industries.

2. ***Public/Private Partnerships.*** Investments that use both public and private sector resources and leverage complementary investments by other government/public entities and/or non-profits.
3. ***Global Competitiveness.*** Investments that support high-growth businesses and innovation-based entrepreneurs to expand and compete in global markets.
4. ***Environmentally Sustainable Development.*** Investments that encompass best practices in “environmentally sustainable development,” broadly defined, to include projects that enhance environmental quality and develop and implement green products, processes, and buildings as part of the green economy.
5. ***Economically Distressed and Underserved Communities.*** Investments that strengthen diverse communities that have suffered disproportionate economic and job losses and/or are rebuilding to become more competitive in the global economy.
6. ***Total Job Creation.*** Investments that demonstrate a clear, comprehensive, and effective strategy for the recruitment, training, placement, and retention of a skilled workforce.
7. ***Implementation Schedule.*** Investments with demonstrated capacity to be implemented quickly and effectively, accelerating positive economic impacts.
8. ***Feasibility of the Budget and Value to the Federal Government.*** Investments that demonstrate a high degree of local commitment through the amount and type of match committed. EDA also will evaluate the expected benefits of the proposed scope of work in light of the goals of this competition and the cost to the Federal Government.

B. Review and Selection Process

Throughout the review and selection process, EDA reserves the right to seek clarification in writing from applicants whose applications are being reviewed and considered. Applicants may be asked to modify objectives, work plans, budgets, or other specifics necessary to comply with federal requirements and provide supplemental information required by the agency before award.

1. First-Level Responsiveness Review

Staff in EDA’s Atlanta Regional Office, which serves the State of Florida, will review all applications for responsiveness. Applicants that are ineligible for EDA funding and applications that do not contain all forms and required documentation listed in section IV. of this

announcement may be deemed non-responsive and excluded from further consideration. EDA expects all applicants to complete and include all required forms and documentation. However, EDA reserves the right to forward timely and otherwise complete applications that may contain a non-substantive technical deficiency to the Interagency Review Panel for further consideration. In addition, staff in the Atlanta Regional Office will conduct a statutory and regulatory compliance review for each responsive application and an initial merit review under the evaluation criteria set out in section V.A., both of which will be provided to the Interagency Review Panel.⁵

2. Interagency Federal Investment Review Panel

Upon completion of the responsiveness review, a federal interagency investment review panel (Interagency Review Panel) that will be composed of senior officials from EDA and other federal agencies, which shall include NASA, SBA, and DOL, will review and evaluate all responsive applications. The Interagency Review Panel will either (i) forward its ranked list and any comments to the Selecting Official (defined below), or (ii) identify any deficiencies in the review process and convene a new EDA responsiveness review panel in the Atlanta Regional Office to restart the review process.

C. Selecting Official and Policy Factors

The Regional Director in the Atlanta Regional Office will be the Selecting Official under this competition. The Selecting Official may follow the recommendations of the Interagency Review Panel; however, he retains the discretion not to make a selection, or to select an application out of order for any of the following reasons:

1. Availability of program funding,
2. A determination that the application better meets the overall objectives of sections 2 and 209 of PWEDA (42 U.S.C. §§ 3121 and 3149),
3. A determination that the application is more responsive to programmatic and/or policy considerations,
4. The applicant's non-compliance with statutory and regulatory requirements, including PWEDA, EDA's regulations set out at 13 C.F.R. chapter III, and DOC regulations set out at 15 C.F.R. parts 14 or 24, as applicable, or
5. The applicant's performance under previous federal financial assistance awards.

If the Selecting Official makes a selection out of order, he will document the rationale for the decision in writing. The Selecting Official will submit his decision to EDA headquarters for review before making the final selection.

D. Intergovernmental Review

The applicant is subject to the requirements of Executive Order 12372, "*Intergovernmental Review of Federal Programs*," which requires consultation with State and

⁵ Atlanta Regional Office staff will be reviewing for compliance with federal regulations, including EDA's regulations at 13 C.F.R. chapter III and DOC regulations at 15 C.F.R. parts 14 or 24, as applicable.

local governments in accordance with 13 C.F.R. § 302.9. Detailed information on the State Clearinghouse process can be accessed at http://www.dep.state.fl.us/secretary/oip/state_clearinghouse/manual2.htm Contact information for Florida's SPOC may be found at the Office of Management and Budget's (OMB) home page at http://www.whitehouse.gov/omb/grants_spoc.

VI. Award Administration Information

A. Award Notification

After the Selecting Official selects the winning applicants, the Grants Officer (who is also the Selecting Official) will issue the grant awards (using Form CD-450). By signing Form CD-450, the winning applicant agrees to comply with all award provisions. The grant award is submitted by postal mail or overnight delivery service to the appropriate business office of the winning applicant and must be signed and returned without modification by an authorized representative of the winning applicant within 30 days after receipt. Subject to the availability of funding, winning applicants should expect to receive grant award packages by January of 2011.

Unsuccessful applicants will be notified that their application was not selected for funding. Unsuccessful applications will be retained by EDA for three years, after which they will be destroyed.

B. Unsuccessful Competition

On occasion, competitions or review panels produce less than optimum results, such as a competition resulting in the receipt of no applications or a competition resulting in the receipt of only unresponsive or unsatisfactory applications. In the event that these conditions arise, EDA shall take the most time- and cost-effective approach available to address the circumstances that is in the best interest of the Federal Government. This includes, but is not limited to, (i) re-competition or (ii) re-paneling.

C. Administrative and National Policy Requirements

Administrative and national policy requirements for all DOC awards are applicable to this competition. These requirements may be found in the *Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements*, published in the *Federal Register* on February 11, 2008 (73 FR 7696). This notice may be accessed at the *Federal Register's* website at <http://www.gpoaccess.gov/fr/index.html>.

D. Reporting Requirements

All recipients are required to submit financial, performance, and impact reports in accordance with the terms and conditions of the grant award.

E. Uniform Administrative Requirements and Federal Cost Principles

The uniform administrative requirements for DOC grants and cooperative agreements are codified at 15 C.F.R. parts 14 and 24. EDA allowable costs are determined in accordance with the following regulations (incorporated by reference at 15 C.F.R. parts 14 and 24): (i) 2 C.F.R. part 220, *Cost Principles for Educational Institutions (OMB Circular A-21)*; (ii) 2 C.F.R. part 225, *Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)*; (iii) 2 C.F.R. part 230, *Cost Principles for Nonprofit Organizations (OMB Circular A-122)*; and (iv) Federal Acquisition Regulation Subpart 31.2, *Contracts with Commercial Organizations*, codified at 48 C.F.R. § 31.2. Applicable administrative requirements and federal cost principles are incorporated by reference into the terms and conditions of each EDA award.

F. OMB Circular A-133 Audit Requirements

Single or program-specific audits shall be performed in accordance with the requirements contained in OMB Circular A-133, “*Audits of States, Local Governments, and Non-Profit Organizations*,” and the related *Compliance Supplement*. OMB Circular A-133 requires any non-federal entity (i.e., non-profit organizations, including non-profit institutions of higher education and hospitals, States, local governments, and Indian Tribes) that expends federal awards of \$500,000 or more in the recipient’s fiscal year to conduct a single or program-specific audit in accordance with the requirements set out in the Circular. Applicants are reminded that EDA or the DOC’s Office of Inspector General also may conduct an audit of an award at any time.

G. Funding Restrictions

The general and administrative requirements for EDA awards are set forth in 13 C.F.R. parts 300–302. Specific application and award requirements for the EAA Program are provided in 13 C.F.R. part 307. The uniform administrative requirements for DOC grants and cooperative agreements are codified at 15 C.F.R. parts 14 and 24, as applicable. Funds awarded cannot necessarily pay for all the costs that the recipient may incur in the course of carrying out the project. EDA allowable costs are determined in accordance with the following regulations (incorporated by reference at 15 C.F.R. parts 14 and 24): (i) 2 C.F.R. part 220, “*Cost Principles for Educational Institutions (OMB Circular A-21)*”; (ii) 2 C.F.R. part 225, “*Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)*”; (iii) 2 C.F.R. part 230, “*Cost Principles for Nonprofit Organizations (OMB Circular A-122)*”; and (iv) Federal Acquisition Regulation Subpart 31.2, “*Contracts with Commercial Organizations*,” codified at 48 C.F.R. § 31.2. Applicable administrative requirements and federal cost principles are incorporated by reference into the terms and conditions of each EDA award. Generally, costs that are allowable include salaries, supplies, and other expenses that are reasonable and necessary for the completion of the scope of work. Indirect costs are not allowed on construction projects under the EAA Program.

VII. Additional Information and Requirements

A. No Obligation for Future Funding

If an applicant is awarded funding, neither DOC nor EDA is under any obligation to provide any additional future funding in connection with that award or to make any future award(s). Amendment or renewal of an award to increase funding or to extend the period of performance is at the discretion DOC and EDA.

B. Freedom of Information Act Disclosure

The Freedom of Information Act (5 U.S.C. § 552) (FOIA) and the DOC's implementing regulations at 15 C.F.R. part 4 set forth the rules and procedures for the Department regarding making requested materials, information, and records publicly available under FOIA. Unless prohibited by law and to the extent permitted under FOIA, contents of applications submitted by applicants may be subject to release in response to FOIA requests. In the event that an application contains information or data that the applicant deems to be confidential commercial information, which is exempt from disclosure under FOIA, that information should be identified, bracketed, and marked as "Privileged, Confidential, Commercial or Financial Information." Based on these markings, the confidentiality of the contents of those pages will be protected to the extent permitted by law.

VIII. Agency Contact

For additional information on the Space Coast RIC Competition, please contact Philip Trader in EDA's Atlanta Regional Office by telephone at 404-730-3017 or via email at ptrader@eda.doc.gov. EDA's website at www.eda.gov contains additional information on EDA and its programs.